

COAHOMA COUNTY MISSISSIPPI

COMPLIANCE REPORT

Compliance Special Reports

For the year ended *September 30, 2019*

SHAD WHITE

State Auditor

Stephanie C. Palmertree, CPA, CGMA

Director, Financial and Compliance Audit Division

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Director, Compliance Audit Division



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COAHOMA COUNTY

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COAHOMA COUNTY

SPECIAL REPORTS



**STATE OF MISSISSIPPI
OFFICE OF THE STATE AUDITOR**

**Shad White
AUDITOR**

**INDEPENDENT ACCOUNTANT'S REPORT ON CENTRAL PURCHASING SYSTEM,
INVENTORY CONTROL SYSTEM AND PURCHASE CLERK SCHEDULES
(REQUIRED BY SECTION 31-7-115, MISSISSIPPI CODE ANNOTATED (1972))**

Members of the Board of Supervisors
Coahoma County, Mississippi

We have examined Coahoma County, Mississippi's (the County) compliance with establishing and maintaining a central purchasing system and inventory control system in accordance with *Sections 31-7-101 through 31-7-127, Mississippi Code Annotated (1972)* and compliance with the purchasing requirements in accordance with bid requirements of *Section 31-7-13, Mississippi Code Annotated (1972)* during the year ended September 30, 2019. The Board of Supervisors of Coahoma County, Mississippi is responsible for the County's compliance with those requirements.

Our examination does not provide a legal determination on the County's compliance with specified requirements. The Board of Supervisors of Coahoma County, Mississippi, has established centralized purchasing for all funds of the County and has established an inventory control system. The objective of the central purchasing system is to provide reasonable, but not absolute, assurance that purchases are executed in accordance with state law.

Because of inherent limitations in any central purchasing system and inventory control system, errors or irregularities may occur and not be detected. Also, projection of any current evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

The results of our procedures disclosed certain instances of noncompliance with the aforementioned code sections. Our findings, recommendations, and your responses are disclosed below:

Purchase Clerk.

Finding 1: The Purchase Clerk Should Ensure Compliance with State Law over Purchasing Guidelines.

Applicable State Laws: *Section 31-7-13(c)(i)(1), Mississippi Code Annotated (1972)*, states, "Purchases which involve an expenditure of more than Fifty Thousand Dollars (\$50,000.00), exclusive of freight and shipping charges, may be made from the lowest and best bidder after advertising for competitive bids once each week for two (2) consecutive weeks in a regular newspaper published in the county or municipality in which such agency or governing authority is located. However, all American Recovery and Reinvestment Act projects in excess of Twenty-five Thousand Dollars (\$25,000.00)

shall be bid. All references to American Recovery and Reinvestment Act projects in this section shall not apply to programs identified in Division B of the American Recovery and Reinvestment Act. 2. Reverse auctions shall be the primary method for receiving bids during the bidding process. If a purchasing entity determines that a reverse auction is not in the best interest of the state, then that determination must be approved by the Public Procurement Review Board. The purchasing entity shall submit a detailed explanation of why a reverse auction would not be in the best interest of the state and present an alternative process to be approved by the Public Procurement Review Board. If the Public Procurement Review Board authorizes the purchasing entity to solicit bids with a method other than reverse auction, then the purchasing entity may designate the other methods by which the bids will be received, including, but not limited to, bids sealed in an envelope, bids received electronically in a secure system, or bids received by any other method that promotes open competition and has been approved by the Office of Purchasing and Travel. However, reverse auction shall not be used for any public contract for design or construction of public facilities, including buildings, roads and bridges. The Public Procurement Review Board must approve any contract entered into by alternative process. The provisions of this item 2 shall not apply to the individual state institutions of higher learning.”

Section 31-7-101, Mississippi Code Annotated (1972), states, “Unless the chancery clerk is appointed by the board of supervisors as receiving clerk as hereinafter authorized, the county administrator, with the approval of the board of supervisors, in any county required to operate under the countywide system of road administration, or the board of supervisors in any other county, shall appoint a receiving clerk, who shall not be a member of the board of supervisors. Assistant receiving clerks, when necessary, may be appointed by the receiving clerk subject to the approval of the entity which appointed him.”

Section 31-7-103, Mississippi Code Annotated (1972), states, “The purchase clerk shall be responsible as hereinafter provided for the purchase and acquisition of all equipment, heavy equipment, machinery, supplies, commodities, materials and services to be acquired for the county from successful bidders or other vendors, as authorized by law. The central purchase system shall comply with the requirements prescribed by the State Department of Audit under the authority of *Section 7-7-211* and in accordance with *Section 31-7-113*, and the purchase clerk shall be responsible for the maintenance of such system.”

Section 31-7-105, Mississippi Code Annotated (1972), states, “Upon acceptance of any bid by the board of supervisors, as provided in *Section 31-7-13*, the clerk of the board of supervisors, shall forthwith deliver to the purchase clerk a certified copy of such accepted bid. The accepted bid or offer to furnish equipment, heavy equipment, machinery, supplies, commodities, materials or services shall constitute the sole source for such purchase, unless such purchase is otherwise authorized by law. The term "lowest and best bid" shall not include any person, firm, partnership or corporation other than the person, firm, partnership or corporation actually submitting the bid determined to be the lowest and best bid.”

Finding Detail: During the review of Coahoma County, the auditor noted the following exceptions out of the twenty-five (25) samples tested:

- Three (3) instances where there was no receiving report on file;
- Nine (9) instances where purchasing documents were not present, properly completed and date sequence valid:
 - The invoice, in the amount of **\$45,600**, to Nicks H&A and Planters Bank was undated;
 - Four (4) invoices, on a claim totaling **\$42,445** to Ergon Asphalt & Emulsions, had receiving reports dated prior to the Bill of Lading date;
 - The purchase order, in the amount **\$5,892**, to G&C Supply Co. was dated prior to the purchase requisition;
 - No purchase requisition or purchase order could be provided for a purchase from Landers Dodge in the amount of **\$8,215**;
 - The purchase order date for the was subsequent to the date on the invoice for a purchase, in the amount of **\$20,835**, from Thompson Machinery;
 - The receiving report for a purchase in the amount of **\$6,330** to Johnston, Fred Carl Jr. was not dated;
 - No purchase requisition was provided for a purchase, in the amount of **\$15,650**, to Douglas Builders. The invoice and the receiving report were both undated;
 - The receiving report for the purchase, in the amount of **\$16,303**, to Scott Petroleum was dated prior to the date on the invoice; and

- There was no purchase requisition, purchase order, or receiving report provided for the purchase, in the amount of **\$6,481**, to Double S, Inc.
- Fourteen (14) instances where competitive written bids were not approved by the Board of Supervisors as required by *Section 31-7-105, Mississippi Code Annotated (1972)*:
 - Nick's H&A and Planter's Bank – **\$45,600**;
 - Ergon Asphalt & Emulsions – two (2) invoices totaling **\$24,506**;
 - Tri-State Truck Center – **\$11,400**;
 - Sunbelt Fire – **\$16,620**;
 - Thompson Machinery – **\$20,835**;
 - Network Ballistics – **\$48,500**;
 - Malouf Construction – **\$254,927**;
 - Johnston, Fred Carl Jr. – **\$6,330**;
 - Douglas Builders – **\$15,650**;
 - Burton Electric Co. – **\$18,500**;
 - Nicks Heat & Air – **\$5,500**;
 - Big Delta Honda – **\$14,473**;
 - Scott Petroleum – two (2) invoices totaling **\$33,277**; and
 - Temperature Control, Inc. – **\$12,053**.
- Nine (9) instances where purchases were not authorized as stated within *Section 31-7-13* and *31-7-101*:
 - Nick's H&A and Planters Bank – **\$45,600** – Only one (1) proper quote and one (1) undated, unsigned "job invoice that may have been a quote/invoice combination;
 - Ergon Asphalt & Emulsions - two (2) invoices totaling **\$24,506** where items were not on the Term bid, and no 2nd quote was obtained;
 - Tri-State Truck Center – **\$11,400** – no quotes received for remanufactured transmission;
 - Sunbelt Fire Apparatus – **\$16,620** – only one (1) quote documented;
 - Lander's Dodge – **\$8,215** – no documentation other than invoice;
 - Thompsons Machinery – **\$20,835** – no quotes for Pump GP Hyd;
 - Network Ballistics – **\$48,500** – quote from FireNet1 is not addressed or signed by vendor and no detailed quote from Network Ballistix, only an invoice;
 - Southwest Ambulance Sales – **\$107,427** – reverse auction not held (per County Admin); and
 - Double S Inc. – **\$6,481** – no purchase documents or additional quotes received.

Failure to follow state purchasing laws could result in fraud or misappropriation of public monies.

Recommendation: We recommend that the Purchase Clerk ensure that state purchasing laws are followed and monitored to ensure compliance with the aforementioned statute.

Official Response #1: Of the nine (9) instances where the purchasing documents were not present, properly completed and date sequence valid:

- I believe this is the quote and invoice, which is not proper. I will check documents closer.
- A meeting will be held with reminders for everyone, including myself, to be sure to check our dates.
- A second order was placed with a second requisition.

Auditor's Note: OSA's auditor's noted the second requisition; however, it was also dated after the purchase order date.

- This was an insurance claim. The vehicle was towed and at the shop being repaired before I was aware.

Auditor's Note: *Mississippi Code Section 31-7-13(b)*, requires that bids submitted should contain the signature of the vendor's representative; however, the quotes received were not signed by the vendor.

- 2019 CAT has to be diagnosed by certified CAT mechanic.

Auditor's Note: Regardless of the mechanic, Central Purchasing Laws requires purchasing documentation to be in sequential order as follows: purchase requisition, purchase order, and then the invoice.

- I will check the receiving dates closer.
- I will check the receiving dates closer. I will check the invoices closer.
- We will be more aware of invoice dates in the future.
- Road intersection was damaged and part of the road is on State Aid Project. The intersection needed paving for repair. The company that was paying for State Aid repaired while they were already there.

Auditor's Note: The County is required to follow central purchasing laws at all times; therefore, a separate requisition and purchase order should have been completed.

Official Response #2: Board approval is being requested by the County Administrator, for the Purchase Clerk to accept bids \$5,000 to \$50,000 without prior Board approval.

Official Response #3: Of the nine instances where the purchases were not authorized as stated within *Section 31-7-13* and *31-7-101*:

- I believe this is the quote and invoice, which is not proper. I will check documents closer.
- Products are the same primer product.

Auditor's Note: Because the purchase of two products that are the same (primer) does not negate the fact that purchase laws were not followed. Both invoices for primer totaled **\$24,506**; therefore, the County should have complied with *Mississippi Code Section 31-7-13(d)*.

- Truck was already dissembled when a complete diagnosis was given.

Auditor's Note: *Mississippi Code Section 31-7-13(m)(ii)* provides that work performed on transmissions are not exempt from purchase laws. There should have been communication with the Purchase Clerk before any and all work is performed on the transmission.

- Fire chief gave me one (1) quote and stated that it was on state contract. I can't locate where they were on state contract during this time frame.

Auditor's Note: All items purchased on state contract should be maintained within the County's purchasing files. If the Purchase Clerk was unable to locate the state contract, this purchase should not have been presented to the Board of Supervisors as such for approval.

- This was an insurance claim. The vehicle was towed and at the shop being repaired before I was aware.

Auditor's Note: Upon receipt of the insurance funds, the funds became public funds; therefore, no purchases should be made without purchasing documentations, which includes requisition, purchase order, and an invoice. Additionally, the total expense included engine repairs and labor, which would require two (2) bids/quotes.

- 2019 CAT has to be diagnosed by certified CAT mechanic.

Auditor's Note: Per auditor's review, there are several companies that have certified CAT mechanics; therefore, the purchasing laws should have still been complied with.

- We had quotes and the day they came to do the work, I issued a purchase order and had a receiving report completed. Board ordered payment on 5/6/2019.

Auditor's Note: *Mississippi Code Section 31-7-13(b)*, requires that bids submitted should contain the signature of the vendor's representative; however, the quotes received were not signed by the vendor.

- Was placed out for bid but not reverse auction per the County Administrator.

Auditor's Note: Mississippi Code Section 31-7-13(c)(i)(1) provides that the primary method for receiving bids during the bidding process, unless approved by the Public Procurement Review Board not to be in the best interest of the County.

- Road intersection was damaged and part of the road is on State Aid Project. The intersection needed paving for repair. The company that was paying for State Aid repaired while they were already there.

Auditor's Note: The County is required to follow central purchasing laws are all time; therefore, a separate requisition and purchase order should have been completed.

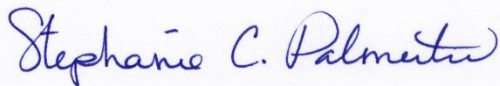
Repeat Finding: No.

The accompanying schedules of: (1) Purchases Not Made from the Lowest Bidder, (2) Emergency Purchases and (3) Purchases Made Noncompetitively from a Sole Source, are presented in accordance with *Section 31-7-115, Mississippi Code Annotated (1972)*.

Coahoma County's responses to the findings included in this report were not audited, and accordingly, we express no opinion on them.

This report is intended for use in evaluating Coahoma County, Mississippi's compliance with the aforementioned requirements, and is not intended to be and should not be relied upon for any other purpose. However, this report is a matter of public record and its distribution is not limited.

Sincerely,



STEPHANIE C. PALMERTREE, CPA, CGMA
Director, Financial and Compliance Audit
Office of the State Auditor

COAHOMA COUNTY

Schedule 1

Schedule of Purchases Not Made from the Lowest Bidder
For the Year Ended September 30, 2019

Our tests did not identify any purchases from other than the lowest bidder.

COAHOMA COUNTY
Schedule of Emergency Purchases
For the Year Ended September 30, 2019

Schedule 2

Our tests did not identify any emergency purchases.

COAHOMA COUNTY

Schedule 3

Schedule of Purchases Made Noncompetitively From a Sole Source
For the Year Ended September 30, 2019

Our tests did not identify any purchases made noncompetitively from a sole source.



**STATE OF MISSISSIPPI
OFFICE OF THE STATE AUDITOR
Shad White
AUDITOR**

LIMITED INTERNAL CONTROL AND COMPLIANCE REVIEW MANAGEMENT REPORT

Members of the Board of Supervisors
Coahoma County, Mississippi

In accordance with *Section 7-7-211, Mississippi Code Annotated (1972)*, the Office of the State Auditor, when deemed necessary, may conduct additional procedures and tests of transactions to ensure compliance with legal requirements. The scope of our review covered the 2019 fiscal year.

We have performed some additional limited internal control and state legal compliance review procedures as identified in the state legal compliance audit program issued by the Office of the State Auditor. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the County's compliance with these requirements. Accordingly, we do not express such an opinion.

Due to the reduced scope, these review procedures and compliance tests cannot and do not provide absolute assurance that all state legal requirements have been complied with. Also, our consideration of internal control would not necessarily disclose all matters within the internal control that might be weaknesses.

The results of our review procedures and compliance tests identified certain areas that are opportunities for strengthening internal controls and operating efficiency. Our findings, recommendations, and your responses are disclosed below:

Board of Supervisors.

Finding 1: The Board of Supervisors Should Ensure Compliance with State Law over Adopting the Final Amended Budget.

Applicable State Law: *Section 7-7-211(b), Mississippi Code Annotated (1972)*, states, "To provide best practices, for all public offices of regional and local subdivisions of the state, systems of accounting, budgeting and reporting financial facts relating to said offices in conformity with legal requirements and with generally accepted accounting principles or other accounting principles as promulgated by nationally recognized professional organizations; to assist such subdivisions in need of assistance in the installation of such systems; to revise such systems when deemed necessary, and to report to the Legislature at periodic times the extent to which each office is maintaining such systems, along with such recommendations to the Legislature for improvement as seem desirable."

Mississippi County Financial Accounting Manual, Section B-Budgeting, states, "The final amended budget of all funds for a fiscal year, which may be amended up to the end of the fiscal year, must be entered on the minutes of the Board of Supervisors no later than October 31, next following the close of the fiscal year."

Finding Detail: During the review of Coahoma County, the auditor noted there was no final amended budget approved and spread upon the minutes of the Board of Supervisors.

Failure to adopt the final amended budget could result in a lack of transparency and loss of public trust.

Recommendation: We recommend the Board of Supervisors adopt the final amended budget, for the previous fiscal year, no later than October 31st, immediately following the close of the fiscal year. The final amended budget should also be spread upon the official minutes.

Official Response: The Board will comply on reporting the final amended budget.

Repeat Finding: No.

Finding 2: The Board of Supervisors Should Ensure Compliance with State Law over Completing Travel Vouchers.

Applicable State Laws: *Section 19-3-67(1), Mississippi Code Annotated (1972)*, states, “When any member of any board of supervisors shall be required to travel outside of his county but within the State of Mississippi in the performance of his official duties, such member shall receive as expenses of such travel the same mileage and actual and necessary expenses for food, lodging and travel by public carrier or private motor vehicles as is allowed state officers and employees pursuant to the provisions of *Section 25-3-41, Mississippi Code of 1972*. Provided, however, mileage shall not be authorized when such travel is done by a motor vehicle owned by the county.”

Section 19-3-67(4), Mississippi Code Annotated (1972), states, “Itemized expense accounts shall be submitted by the member on forms prescribed by the Auditor of Public Accounts for reimbursement of expenses for state officers and employees in such numbers as the county may require. No expenses authorized in this section shall be reimbursed unless the expenses have been authorized or approved by a vote of a majority of the members of the board duly made and spread upon the minutes of such board.”

Section 19-3-67(5), Mississippi Code Annotated (1972), states, “Expenses authorized in this section shall be published by the board of supervisors in a newspaper of general circulation published in the county; and, if no such newspaper is published in the county, then in a newspaper published elsewhere in the state which has a general circulation in such county. The publication shall be a detailed accounting of the expenses authorized to each member of the board. The cost of publishing such expense accounts shall be paid by the county pursuant to the provisions of *Section 19-3-35*.”

Section 25-3-4(1), Mississippi Code Annotated (1972), states, “Subject to the provisions of subsection (10) of this section, when any officer or employee of the State of Mississippi, or any department, agency or institution thereof, after first being duly authorized, is required to travel in the performance of his official duties, the officer or employee shall receive as expenses for each mile actually and necessarily traveled, when the travel is done by a privately owned automobile or other privately owned motor vehicle, the mileage reimbursement rate allowable to federal employees for the use of a privately owned vehicle while on official travel.”

Section 25-3-41(4), Mississippi Code Annotated (1972), states, “In addition to the foregoing, a public officer or employee shall be reimbursed for other actual expenses such as meals, lodging and other necessary expenses incurred in the course of the travel, subject to limitations placed on meals for intrastate and interstate official travel by the Department of Finance and Administration, provided, that the Legislative Budget Office shall place any limitations for expenditures made on matters under the jurisdiction of the Legislature. The Department of Finance and Administration shall set a maximum daily expenditure annually for such meals and shall notify officers and employees of changes to these allowances immediately upon approval of the changes. Travel by airline shall be at the tourist rate unless that space was unavailable. The officer or employee shall certify that tourist accommodations were not available if travel is performed in first class airline accommodations. Itemized expense accounts shall be submitted by those officers or employees in such number as the department, agency or institution may require; but in any case one (1) copy shall be furnished by state departments, agencies or institutions to the Department of Finance and Administration for preaudit or postaudit. The Department of Finance and Administration shall promulgate and adopt reasonable rules and regulations which it deems

necessary and requisite to effectuate economies for all expenses authorized and paid pursuant to this section. Requisitions shall be made on the State Fiscal Officer who shall issue his warrant on the State Treasurer. Provided, however, that the provisions of this section shall not include agencies financed entirely by federal funds and audited by federal auditors.”

Finding Detail: During the review of Coahoma County, the auditor noted the following exceptions out of the five (5) travel vouchers sampled:

- None of the five (5) vouchers had a secondary signature indicating the claim had been verified.
- Three (3) of the five (5) vouchers requested per diem amounts but did not list the actual costs per meal, or the max per day. The voucher had a per diem amount on the first page of the travel voucher, leading to excess payments as listed below:
 - Supervisor District 1 – **\$14.50**
 - Supervisor District 3 – **\$4.50**
 - Supervisor District 5 – **\$56.50**
- Of the six (6) mileage requests (one (1) sample contained two (2) separate claims), only two (2) had the proper mileage rate printed on the travel voucher; four (4) either had no mileage rate or an incorrect mileage rate listed; however, further testwork showed that mileage had been properly paid at the annual approved rate.

Failure to properly complete travel vouchers could result in the fraud, loss, or misappropriation of public funds.

Recommendation: We recommend that the Board of Supervisors complete the travel vouchers prescribed by the Auditor of Public Accounts, to include meals being documented at actual cost, not to exceed the per diem rates set by the Department of Finance Administration.

Official Response: All travel vouchers will now have a second signature and verified. Even though a per diem is given, and amount will be added for each meal. We will require excess payments to be refunded. Mileage rates will be correctly printed on voucher.

Repeat Finding: No.

Finding 3: The Board of Supervisors Should Ensure Compliance with State Law over the Budgeting Process.

Applicable State Laws: *Section 19-11-7(1), Mississippi Code Annotated (1972)*, states, “The county administrator of each county of the State of Mississippi shall prepare and submit to the board of supervisors at its August meeting of each year a complete budget of revenues, expenses and a working cash balance estimated for the next fiscal year, which shall be based on the aggregate funds estimated to be available for the ensuing fiscal year for each fund, from which such estimated expenses will be paid, exclusive of school maintenance funds, which shall be shown separately and exclusive of the budget of the sheriff’s department which shall be prepared by the sheriff. Such statement of revenues shall show every source of revenue along with the amount derived from each source. The budget, including the sheriff’s budget, containing such statement of revenues and expenses shall be published at least one (1) time during August or September but not later than September 30 of the year in a newspaper published in the county, or if no newspaper is published therein, then in a newspaper having a general circulation therein.”

Section 19-11-11, Mississippi Code Annotated (1972), states, “The board of supervisors, not later than September 15th, shall then, by resolution, approve and adopt the budget as finally determined, and enter the same at length and in detail in its official minutes.”

Section 27-39-203(2), Mississippi Code Annotated (1972), states, “Except as otherwise provided in this subsection, the public hearing shall be advertised in accordance with the following procedures. The advertisement shall be no less than one-fourth (1/4) page in size and the type used shall be no smaller than eighteen (18) point and surrounded by a one-fourth-inch solid black border. The advertisement may not be placed in that portion of the newspaper where legal notices and classified advertisements appear. It is the intent of the Legislature that the advertisement appears in a newspaper that is published at least five (5) days a week, unless the only newspaper in the county is published less than five (5) days a

week. It is further the intent of the Legislature that the newspaper selected be one of general interest and readership in the community, and not one of limited subject matter. The advertisement shall be run once each week for the two (2) weeks preceding the adoption of the final budget. The advertisement shall state that the taxing entity will meet on a certain day, time and place fixed in the advertisement, which shall be not less than seven (7) days after the day the first advertisement is published, for the purpose of hearing comments regarding the proposed budget and proposed tax levies. Any increase in the projected budget revenues or any increase in the millage rate over the current fiscal year shall be explained by the governing body giving the reasons for the proposed increase. A taxing entity collecting taxes in more than one (1) county shall make the required advertisement by publication in each county where the taxing entity collects taxes.”

Section 27-39-203(8), Mississippi Code Annotated (1972), states, “After the hearing has been held in accordance with the above procedures, the governing body of the taxing entity may adopt a resolution levying a tax rate on classes of property designated by Section 112, Mississippi Constitution of 1890, as specified in its advertisement. If the resolution adopting the tax rate is not adopted on the day of the public hearing, the scheduled date, time and place for consideration and adoption of the resolution shall be announced at the public hearing and the governing body shall advertise the date, time and place of the proposed adoption of the resolution in the same manner as provided under subsection (2).”

Finding Detail: During the review of Coahoma County, the auditor noted the following exceptions with the budgeting process:

- The fiscal year 2019 Budget and Tax Levy public hearing was held on August 29, 2018. No action was taken and the matter was continued until the first meeting in September;
- There was no resolution adopting the tax rate on the day of the public hearing;
- A meeting was held on September 4, 2018; however, the matter of the fiscal year 2019 budget nor the tax levy were on the agenda and as such, no discussion or action was taken;
- The next meeting was held on September 7, 2018 and the discussion of the fiscal year 2018-2019 budget was documented;
- Finally, on September 10, 2018, a meeting was held and the fiscal year 2019 budget was adopted (through three (3) orders); however, the following instances were noted:
 - The documentation spread upon the official Board minutes was only for the General Fund, and no other funds;
 - The adopted tax levy was of a lesser amount than published; and
 - The format provided was not in a form prescribed by the State Auditor.
- There was no additional advertisement of the date, time, and place of the proposed adoption of the resolution in the same manner as provided under *Section 27-39-203(2)* and as required under *Section 27-39-203(8)*; and
- A budget was published on October 3, 2018; however, the amounts published were not the amounts spread upon the official Board minutes for the General Fund, and include other funds that were not spread upon the official Board minutes. The publication date for the advertisement was after the required date of September 30, as required under *Section 19-11-7(1)*.

Failure to properly approve the budget and tax levy on the dates advertised, or to re-advertise the new date for approval and passage is a violation of State Law and can lead to lack of transparency and loss of public trust.

Failure to adopt a budget for funds other than the General Fund does not allow for expenditures to be legally made for any fund except the General Fund. Any expenditure made, liability incurred, or warrants issued, in excess of Budgeted amounts shall make the members of the Board of Supervisors voting for same, and the surety upon their official bonds, liable for the full amount of the claim allowed.

Failure to publish the correct amounts spread upon the official Board minutes can lead to fraud and loss of public trust.

Recommendation: We recommend that if there is no resolution adopting the tax rate on the day of the public hearing that the rescheduled date, time and place for consideration and adoption of the resolution be announced at the public hearing, and that the Board of Supervisors advertise the date, time and place of the proposed adoption of the resolution in the same manner as provided under *Section 27-39-203(2), Mississippi Code Annotated (1972)*.

Additionally, we recommend that the budget be published at least one (1) time no later than September 30.

Official Response: We are now aware that if the tax rate is not approved the date of the public hearing we must put another ad in the paper for next meeting. General Fund was documented but special revenue was mistakenly left off. This was done under a new County Administrator and new Comptroller in error. We have acknowledged our errors and have made arrangement for this not to reoccur.

Repeat Finding: No.

Finding 4: The Board of Supervisors Should Ensure Compliance with State Law over Rehiring PERS Retirees.

Applicable State Laws: *Section 25-11-127(1)(a), Mississippi Code Annotated (1972)*, states, “No person who is being paid a retirement allowance or a pension after retirement under this article shall be employed or paid for any service by the State of Mississippi, including services as an employee, contract worker, contractual employee or independent contractor, until the retired person has been retired for not less than ninety (90) consecutive days from his or her effective date of retirement. After the person has been retired for not less than ninety (90) consecutive days from his or her effective date of retirement or such later date as established by the board, he or she may be reemployed while being paid a retirement allowance under the terms and conditions provided in this section... Notice shall be given in writing to the executive director, setting forth the facts upon which the employment is being made, and the notice shall be given within five (5) days from the date of employment and also from the date of termination of the employment.”

Section 25-11-127(4), Mississippi Code Annotated (1972), states, “The provisions of this section shall not be construed to prohibit any retiree, regardless of age, from being employed and drawing a retirement allowance either:

- (a) For a period of time not to exceed one-half ($\frac{1}{2}$) of the normal working days for the position in any fiscal year during which the retiree will receive no more than one-half ($\frac{1}{2}$) of the salary in effect for the position at the time of employment, or
- (b) For a period of time in any fiscal year sufficient in length to permit a retiree to earn not in excess of twenty-five percent (25%) of retiree’s average compensation.

To determine the normal working days for a position under paragraph (a) of this subsection, the employer shall determine the required number of working days for the position on a full-time basis and the equivalent number of hours representing the full-time position. The retiree then may work up to one-half ($\frac{1}{2}$) of the required number of working days or up to one-half ($\frac{1}{2}$) of the equivalent number of hours and receive up to one-half ($\frac{1}{2}$) of the salary for the position. In the case of employment with multiple employers, the limitation shall equal one-half ($\frac{1}{2}$) of the number of days or hours for a single full-time position.

Notice shall be given in writing to the executive director, setting forth the facts upon which the employment is being made, and the notice shall be given within five (5) days from the date of employment and also from the date of termination of the employment.”

Finding Detail: During the review of Coahoma County, the auditor noted the following exceptions with the reemployment process of retired public employees:

- One (1) PERS Form 4B was never submitted for the fiscal year ending June 30, 2019, resulting in the auditors being unable to determine if the retiree’s earning limitation was exceeded;
- Three (3) PERS Form 4Bs and two (2) PERS Form 9Cs were submitted more than five (5) days after the employee was reemployed; and
- One (1) retiree’s wages exceeded the salary limitation documented on the PERS Form 4B by **\$6.40**.

Failure to properly file PERS Form 4Bs and Form 9Cs could jeopardize the provisions for re-employment.

Recommendation: We recommend that the Board of Supervisors file the PERS Form 4Bs and Form 9Cs timely, and retirees should not be rehired before ninety (90) days have lapsed. We also recommend that the Payroll Clerk ensure the retired public employees are not compensated more than allowed by the PERS Form 4B.

Official Response: Retiree was mailed the PERS Form 4B several times with no response. Retiree initially requested refund from the State. She changed her status twice before returning to part-time status. Retiree will be adjusted to reflect correct amount. The above funding has been corrected.

Repeat Finding: No.

Finding 5: The Board of Supervisors Should Ensure Compliance with State Law over Paying Employer Contributions.

Applicable State Law: *Section 25-11-127(6)(b), Mississippi Code Annotated, (1972)*, states, “The municipality or county in which the retired person holds elective office shall pay to the board the amount of the employer’s contributions on the full amount of the regular compensation for the elective office that the retired person holds.”

Finding Detail: During the review of Coahoma County’s PERS retirees, the auditor noted that the County failed to pay the full amount of the employer’s contribution on the amount of compensation received by the retired Tax Assessor/Collector.

Failure to properly pay the full amount of employer’s contributions results in the County not being in compliance.

Recommendation: We recommend that the County pay the correct amount of employer contributions on the retirees’ salaries that hold an elected office.

Official Response: The Tax Assessor/Collector retired the first in the year. We changed to a new payroll system and all her information was not pulled over. This matter has been corrected.

Auditor’s Note: Per inquiry on February 11, 2022, payment had not been made to correct this matter.

Repeat Finding: No.

Finding 6: The Board of Supervisors Should Ensure Compliance with State Law over Adopting the Four-Year Road Plan.

Applicable State Law: *Section 65-7-117, Mississippi Code Annotated (1972)*, states, “Each member of the board of supervisors shall inspect every road and bridge in the county under the jurisdiction of the county not later than December 31, 1989, and, thereafter, not less than once each fiscal year. Each member shall file with the clerk of the board a report, under oath, of the condition of the roads and bridges inspected by him with recommendations by him for a four-year plan for construction and major maintenance of such roads and bridges. Based upon such reports, the board of supervisors shall, on or before February 1, 1990, and on or before February 1 of each year thereafter, adopt and spread upon its minutes a four-year plan for the construction and maintenance of county roads and bridges. The plan may be amended at any time by a vote of the majority of the members of the board of supervisors.”

Finding Detail: During the review of Coahoma County, the auditor noted that the Four-Year Road Plan was adopted on April 1, 2019, which is subsequent to February 1, 2019, as required by statute.

Failure to adopt a Four-Year Road Plan could result in a lack of transparency and loss of public trust.

Recommendation: We recommend that the Board of Supervisors adopt the Four-Year Road Plan on or before February 1st of each year.

Official Response: The new Road Manager has been notified of the statute and both the Road Manager and Board will comply.

Repeat Finding: No.

Finding 7: The Board of Supervisors Should Strengthen Internal Controls over Establishing a Written Credit Card Policy.

Internal Control Deficiency: An effective system of internal control should include a written policy over the use of credit cards.

Finding Detail: During the review of Coahoma County, the auditor noted that the County does not have a written credit card policy. Without a written credit card policy, there are no guidelines or procedures to follow regarding the use of the credit card. This could result in the improper use of county funds.

Recommendation: We recommend the Board of Supervisors ensure a written policy, governing the use of the County's credit cards, is implemented.

Official Response: The Board of Supervisors will adopt a new credit card policy at its next first Monday Board meeting.

Repeat Finding: No.

District 2 Supervisor, District 4 Supervisor, Chancery Clerk, Sheriff, Coroner, County Surveyor.

Finding 8: The District 2 Supervisor, District 4 Supervisor, Chancery Clerk, Sheriff, Coroner, and County Surveyor Should Ensure Compliance with State Law over Statements of Economic Interest.

Applicable State Laws: *Section 25-4-25, Mississippi Code Annotated (1972)*, states, "Each of the following individuals shall file a statement of economic interest with the commission in accordance with the provisions of this chapter: a) Persons elected by popular vote, excluding United States Senators and United States Representatives, to any office, whether it be legislative, executive or judicial, and whether it be statewide, district, county, municipal or any other political subdivision, with the exception of members of boards of levee commissioners and election commissioners."

Section 25-4-29(1), Mississippi Code Annotated (1972), states, "Required statements hereunder shall be filed as follows: a) Every incumbent public official required by paragraphs (a), (b), (d) and (e) of *Section 25-4-25* to file a statement of economic interest shall file such statement with the commission on or before May 1 of each year that such official holds office, regardless of duration...2) Any person who fails to file a statement of economic interest within thirty (30) days of the date the statement is due shall be deemed delinquent by the commission. The commission shall give written notice of the delinquency to the person by United States mail or by personal service of process. If within fifteen (15) days of receiving written notice of delinquency the delinquent filer has not filed the statement of economic interest, a fine of Fifty Dollars (\$50.00) per day, not to exceed a total fine of One Thousand Dollars (\$1,000.00), shall be assessed against the delinquent filer for each day thereafter in which the statement of economic interest is not properly filed. The commission shall enroll such assessment as a civil judgment with the circuit clerk in the delinquent filer's county of residence."

Finding Detail: During the review of Coahoma County, the auditor noted the following exceptions:

- The District 2 Supervisor failed to file a Statement of Economic Interest by May 1; however, such statement was filed on September 21, 2019.
- The District 4 Supervisor, Chancery Clerk, Sheriff, Coroner, and County Surveyor failed to file a Statement of Economic Interest by May 1, as required by state law, and such statements remained unfiled as of April 22, 2020.

Failure to file the Statement of Economic Interest, as required by state law, results in non-compliance with *Section 25-4-25* and could result in fines being assessed and a civil judgment being enrolled against the delinquent filer, as allowed by *Section 25-4-29(2)*.

Recommendation: We recommend that the District 2 Supervisor, District 4 Supervisor, Chancery Clerk, Sheriff, Coroner, and County Surveyor file the Statement of Economic Interest annually, no later than May 1 of each year that such official holds office, regardless of the duration.

Official Response:

District 2 Supervisor: In my ignorance I didn't even know to file. Once I found out, I filed. I will be in compliance from now and forward.

District 4 Supervisor: I will file the required SEI Form in a timely manner according to *Section 25-4-29*.

Chancery Clerk: The Statement of Economic Interest will be completed and will be completed in a timely manner from this day forward.

Sheriff: I am checking to see if this information was filed.

Coroner: I forgot to file. My wife has been dealing with cancer and my time has been with her care.

County Surveyor: I was not aware of this but will comply.

Repeat Finding: No.

Board of Supervisors, Chancery Clerk, Circuit Clerk, Tax Assessor/Collector, Sheriff, Justice Court Clerk.

Finding 9: The Board, Chancery Clerk, Circuit Clerk, Tax Assessor/Collector, Sheriff, and Justice Court Clerk Should Ensure Compliance with State Law over Depositories.

Applicable State Law: *Section 27-105-371, Mississippi Code Annotated (1972)*, states, "All county officials who receive funds under the authority of their office shall deposit such funds into a county depository. Any unidentifiable funds found by the county auditor or the State Auditor in the county depository shall be settled into the general fund of the county within thirty (30) days of the determination..."

Finding Detail: During the review of Coahoma County, the auditor noted monies were held at First National Bank of Clarksdale and CB&S Bank, neither of which were an approved depository during fiscal year 2019, for the following accounts:

- First National Bank of Clarksdale
 - Coahoma County Treasury – Three (3) Accounts
 - Juror Account
 - Coahoma County Inmate Fund
 - Coahoma County Comm. Fund
 - Coahoma County Justice Court
 - Tax Assessor/Collector
- CB&S Bank
 - Coahoma County Support Fund
 - Chancery Clerk Fee Account
 - Chancery Clerk Court Assessment
 - Chancery Clerk Attorney Trust Fee Account
 - Coahoma County Individual Land Redemption Fund

- Narcotics Account
- Drainage District Account
- Coahoma County Civil Account
- Coahoma County Criminal Account
- Coahoma County Sheriff Public Funds Account

Maintaining bank accounts at a financial institution other than the depositories approved by the Board of Supervisors, could result in the loss of public funds.

Recommendation: We recommend that the Circuit Clerk and Sheriff maintain all accounts at depositories approved by the Board of Supervisors.

Official Responses:

Board of Supervisors: All accounts were approved as County depositories at the beginning of this year. When bids are taken, we will comply.

Chancery Clerk: The Board approved the various banks as depository for the various departments February 3, 2020.

Circuit Clerk: I was never informed by the Chancery Clerk that First National Bank of Clarksdale and CB&S Bank were not approved depositories during Fiscal Year 2019. To my knowledge, they have always been approved depositories in the past. When I was elected in 2016, I assumed these were Board approved depositories because they were not written up in previous audits; therefore, I can only assume they were approved prior to Fiscal Year 2019. I have been informed that the Coahoma County Board of Supervisors has approved the First National Bank of Clarksdale, and CB&S Bank to be used as depositories for County monies.

Tax Assessor/Collector: The Tax Collector's Office was not informed by the Clerk of the Board nor the Board of Supervisors that the County had changed depositories. I will write a letter to the Clerk of the Board and the Board of Supervisors to include First National Bank of Clarksdale as a County depository for the Tax Collector/Assessor.

Sheriff: I was advised by the County Administrator that Regions Bank was no longer a depository and that I needed to chance the account to CB&S Bank over two years ago.

Justice Court Clerk: Letter to be submitted to Board for retroactive approval to become compliant.

Auditor's Note: It is the responsibility of all County Officials to be fully aware of the Board approved depositories selected. This information is recorded with the County's Board minutes.

Repeat Finding: No.

Chancery Clerk.

Finding 10: The Chancery Clerk Should Ensure Compliance with State Law over Publication of the Prior Year's Audit Synopsis.

Applicable State Law: *Section 7-7-221, Mississippi Code Annotated (1972)*, provides that after the annual audit has been made, the Clerk of the Board of Supervisors shall publish a synopsis of such report in a form prescribed by the State Auditor, in a newspaper published in the county, and, if no newspaper is published in the county, then to a newspaper having a general circulation therein. The clerk shall forward a copy of the published synopsis to the State Auditor within sixty (60) days of its publication.

Finding Detail: During the review of Coahoma County, the auditor noted that the Chancery Clerk failed to publish the synopsis of the county audit.

Failure to publish the annual audit synopsis could lead to loss of public trust and transparency.

Recommendation: We recommend that the Clerk ensure the publication of the annual audit synopsis is published as required by *Section 7-7-221, Mississippi Code Annotated (1972)*.

Official Response: The synopsis will be published and will be published in a timely manner from this day forward.

Repeat Finding: No.

Finding 11: The Chancery Clerk Should Ensure Compliance with State Law over Reconciling the Fee Account to the Fee Journal.

Applicable State Laws: *Section 7-7-211(b), Mississippi Code Annotated (1972)*, states, “The department shall have the power and it shall be its duty:...(b) To provide best practices, for all public offices of regional and local subdivisions of the state, systems of accounting, budgeting and reporting financial facts relating to said offices in conformity with legal requirements and with generally accepted accounting principles or other accounting principles as promulgated by nationally recognized professional organizations; to assist such subdivisions in need of assistance in the installation of such systems; to revise such systems when deemed necessary, and to report to the Legislature at periodic times the extent to which each office is maintaining such systems, along with such recommendations to the Legislature for improvement as seem desirable.”

The Mississippi County Financial Accounting Manual, promulgated by the Office of the State Auditor, as authorized by *Section 7-7-211, Mississippi Code Annotated (1972)*, provides, that bank statements are to be reconciled monthly to the journals.

Finding Detail: During the review of Coahoma County, the auditor noted the Chancery Clerk had twenty – two (22) adjustments with a net total of **\$168** from January 30, 2019 to December 18, 2019 that had not been corrected for reconciling purposes. We also noted one (1) check for **\$133**, dated December 31, 2019, cleared the bank in January 2020; however, this check was not listed as an outstanding transaction. This resulted in the fee account not being properly reconciled to the fee journal.

Failure to properly reconcile the fee account to the fee journal could result in fraud, loss, or misappropriation of public funds.

Recommendation: We recommend that the Chancery Clerk properly reconcile the fee account to the fee journal at the end of every month.

Official Response: The adjustments from this day forward will be corrected in the month it occurs. The entry and the reconciling check has been corrected.

Repeat Finding: No.

Finding 12: The Chancery Clerk Should Ensure Compliance with State Law over Completing the Annual Financial Report.

Applicable State Law: *Section 9-1-45(1), Mississippi Code Annotated (1972)*, states, “Each chancery and circuit clerk shall file, not later than April 15 of each year, with the State Auditor of Public Accounts a true and accurate annual report on a form to be designed and supplied to each clerk by the State Auditor of Public Accounts immediately after January 1 of each year. The form shall include the following information: (a) revenues subject to the salary cap, including fees; (b) revenues not subject to the salary cap; and (c) expenses of office, including any salary paid to a clerk’s spouse or children.

Each chancery and circuit clerk shall provide any additional information requested by the Public Employees' Retirement System for the purpose of retirement calculations.”

Finding Detail: During the review of Coahoma County, the auditor noted the following exceptions on the Chancery Clerk's Annual Financial Report:

- The Clerk failed to recognize income of \$2,149 for patents, as recorded in fee journal;
- The Clerk netted postage expense against revenues for passport income, in the amount of \$1,530, then claimed the postage as an additional expense;
- The Clerk failed to record and report an expense of \$133 for office expenses for a check dated December 31, 2019 to Stegall Notary Services;
- The Clerk failed to correct the employer portion of the PERS matching amount on her employees' wages beginning July 1, 2019, which resulted in an additional \$4,535 being owed to the County;
- The Clerk was short-billed by the County for her employees' wages in the amount of \$465, and associated taxes of \$36;
- The Clerk expensed \$375 for a passport photo machine as an expense subject to the cap rather than an expense not subject to the cap;
- The Clerk transcribed the incorrect amount from her fee journal for bank charges in the amount of \$5, and the Employer Social Security/Medicare Contribution on Employee Wages in the amount of \$100.

These exceptions resulted in the Chancery Clerk owing an additional **\$5,036** to the County. Failure to properly complete the Annual Financial Report results in an additional amount being owed to the County.

Recommendation: We recommend that the Chancery Clerk remit the difference of **\$5,008** to the County and submit an Annual Financial Report to the Office of the State Auditor and to PERS.

Official Response: The incorrect/non entries to the Annual Financial Report has been corrected and the reimbursements will be made to the County.

Repeat Finding: No.

Auditor's Note: The Chancery Clerk remitted check number 5259, in the amount of **\$5,036**, to the County on 7/9/2020.

Finding 13: The Chancery Clerk Should Ensure Compliance with State Law over Statutory Fees.

Applicable State Law: *Section 25-7-9(1)(e), Mississippi Code Annotated (1972)*, states, “For each day's attendance on the board of supervisors, for himself and one (1) deputy, each \$20.00.”

Finding Detail: During the review of Coahoma County, the auditor noted that the Board of Supervisors had thirty-four (34) Board meetings during calendar year 2019 of which the Clerk was present at thirty-four (34) meetings; however, there was no Deputy Clerk present at the meetings. The Clerk requested **\$1,080** for attendance to the Board of Supervisors' meetings; however, the Clerk was only allowed to receive **\$680**, thus the Clerk was overpaid by **\$400**.

Failure to properly request fees as statutorily allowed, resulted in the Clerk receiving compensation that is not allowed.

Recommendation: We recommend that the Chancery Clerk repay the County's General Fund the **\$400** received in error, and request \$20 for herself and a Deputy for attending Board of Supervisors' meetings only when the Clerk and the Deputy Clerk are both in attendance.

Official Response: The Deputy doesn't go into the meeting with me but she is calling upon to make copies or bring me information when needed.

Repeat Finding: No.

Auditor's Note: The Chancery Clerk remitted check number 5260, in the amount of **\$400**, to the County on 7/9/2020.

Finding 14: The Chancery Clerk and Circuit Clerk Should Ensure Compliance with State Law over Issuing Warrants.

Applicable State Law: *Section 19-13-43, Mississippi Code Annotated (1972)*, states, "No warrant shall be signed, removed from the warrant book, nor delivered by the clerk until there is sufficient money in the fund upon which it is drawn to pay the same and all prior unpaid warrants drawn upon that fund, whether delivered or not."

Finding Detail: During the review of Coahoma County, the auditor noted that the Chancery Clerk and the Circuit Clerk failed to timely reimburse the County for the Clerks' payroll expenses. The Clerks' also did not reimburse the County for all of their payroll expenses. These errors are as follows:

- Of the twenty-two (22) reimbursements made by the Chancery Clerk, we noted the following:
 - Twenty-one (21) instances where the Chancery Clerk's reimbursements to the County for payroll, cleared the bank from one (1) to twenty-two (22) business days after the payroll was distributed to employees; and
 - The Clerk failed to reimburse the total amount of her employees' salary by the following:
 - Salaries were underpaid in the amount of **\$464**.
 - PERS employer's contributions were underpaid in the amount of **\$4,507**.
 - Employer Social Security Match was underpaid in the amount of **\$36**.
- Of the thirteen (13) reimbursements made by the Circuit Clerk, we noted the following:
 - All thirteen (13) of the Circuit Clerk's reimbursements to the County for payroll cleared the bank from one (1) to twenty-two (22) days after the payroll was distributed to employees; and
 - The Clerk failed to update the amount for the matching Employer PERS Contribution from July 1, 2019 through December 31, 2019; therefore, they did not reimburse the County for the correct amount totaling **\$3,925**.

Failure to properly reimburse the County for all of her employees' payroll expenses prior to the checks being issued to the employees, results in the County providing an interest free loan to the Clerks.

Recommendation: We recommend that the Chancery and Circuit Clerks properly reimburse the County for all of the employees' payroll expenses prior to the checks being issued to the Clerks.

Official Response:

- **Chancery Clerk:** The checks were presented to the County within twenty-four (24) hours of receiving paperwork for the amount of payroll. As of June 2020, I have the individual sign upon receiving the check. The payroll is computed by the Payroll Clerk which was computed incorrectly. The Employer's Contribution was not updated. The amounts will be reimbursed to the County.
- **Circuit Clerk:** Each month after I submit my Fee Bills to the county, the payroll clerk, Felicia Elmore, then generates an Expenditure Report to include the Circuit Clerk's Office Employee Payroll Sheet. This sheet informs me of my payroll costs owed and due to the county. This sheet is submitted to me 2 or 3 days prior to pay-day at months' end. I then write a check and submit it to her. NEVER did I submit a check for payroll during this fiscal year, to the county less than one (1) day prior to the payment of my employees. This citing should be written up under the Payroll Clerk and not the Circuit Clerk. The payroll clerk and/or comptroller would not have allowed my employees to be paid had I not given either of them my check for payroll. I will be glad to swear under oath as to this statement. As of the May 2020 payroll, I have now begun having the payroll clerk or the comptroller sign and date an acknowledgement document when I submit the check. Unfortunately, the payroll clerk was not at work because of the COVID 19 crises the day before the May 2020 payroll which resulted in my check being presented on the day of payroll. However, in the future, if the payroll clerk is not in attendance, I will tender the check to the comptroller, and have her sign and date to acknowledge that she has received it. I acknowledge that as one of the employers of Coahoma County I am responsible for my employees' payroll; however, I was not

aware that the payroll department did not adjust the County's payroll system for the new state-wide matching rates which greatly affected me financially. Therefore, I feel that I should not be held accountable and cited for another department's error. I do not calculate payroll. The payroll clerk gives me a document each month outlining how much I owe for my office payroll, and I pay the county as directed.

Auditor's Note: Under state law, the Circuit Clerk is responsible for properly and accurately recording his/her expenses within the fee journal. The Circuit Clerk should not depend on the calculations of the payroll clerk, since he or she is responsible for over payments.

Repeat Finding: No.

Chancery Clerk, Circuit Clerk, Constable – North, Comptroller, Coroner, County Administrator, Inventory Clerk, Justice Court Clerk, Purchase Clerk, Receiving Clerk, Road Manager, Tax Assessor/Collector, Youth Court Reporter, and Youth Outreach Clerk.

Finding 15: The Chancery Clerk, Circuit Clerk, Constable – North, Comptroller, Coroner, County Administrator, Inventory Justice Court Clerk, Purchase Clerk, Receiving Clerk, Road Manager, Tax Assessor/Collector, Youth Court Report, and Youth Outreach Clerk Should Ensure Compliance with State Law over Surety Bonds.

Applicable State Laws: *Section 25-1-15(2), Mississippi Code Annotated (1972)*, states, “A new bond in an amount not less than that required by law shall be secured upon employment and coverage shall continue by the securing of a new bond every four (4) years concurrent with the normal election cycle of the Governor or with the normal election cycle of the local government applicable to the employee.”

Section 9-7-123(2), Mississippi Code Annotated (1972), states, “Each deputy clerk of the circuit court, before he enters upon the duties of the appointment, shall take the oath of office, and shall give bond, with sufficient surety, to be payable, conditioned and approved as provided by law, in a penalty equal to three percent (3%) of the sum of all the state and county taxes shown by the assessment rolls and the levies to have been collectible in the county for the year immediately preceding the commencement of the term of office for the circuit clerk. However, the amount of such bond shall not be less than Fifty Thousand Dollars (\$50,000.00) nor more than One Hundred Thousand Dollars (\$100,000.00). The bond shall cover all monies coming into the hands of the deputy clerk by law or order of the court. The board of supervisors, in its discretion, may pay the bond on behalf of the deputy clerk.”

Section 27-1-3, Mississippi Code Annotated (1972), states, “The assessor may, with the approval of the board of supervisors of the county, appoint deputies, who shall take the oath of office, and shall be required by the assessor to give bond to him in an amount not less than Ten Thousand Dollars (\$10,000.00) for the faithful discharge of their duties. The appointment shall be in writing, filed with the clerk of the board of supervisors, whose approval shall be entered on the minutes of such board.”

Finding Detail: During the review of Coahoma County, the auditor noted the following exceptions with the County's surety bonds:

- The following positions were bonded for an insufficient amount:
 - Circuit Clerk and three (3) Deputy Circuit Clerks
 - Three (3) Deputy Clerks in the Tax Assessor/Collector's office were not bonded for both positions as Deputy Tax Collector and Deputy Tax Assessor.
- The following positions were not bonded for the term of office:
 - Justice Court Clerk
 - Two (2) Assistant Receiving Clerks
- Approval of the bond by the Board or Chancery Clerk was not documented for an Assistant Receiving Clerk
- The bond was not on file with the correct office for an Assistant Receiving Clerk;
- The following positions had continuation bonds:
 - Four (4) Deputy Chancery Clerks
 - Purchase Clerk

- Receiving Clerk and eight (8) Assistant Receiving Clerks
- Inventory Clerk
- Constable - North
- Three (3) Deputy Circuit Clerks
- Three (3) Deputy Justice Court Clerks
- Tax Assessor/Collector and four (4) Deputy Tax Assessor/Collectors
- County Administrator
- Road Manager

A Continuation Certificate is a document that extends the life of the original surety bond. A Continuation Certificate only covers the current bonding period rather than both the current and previous periods.

Failure to have bonds in place for a specific term of office could limit the amount available for recovery if a loss occurred over multiple terms.

Recommendation: We recommend that the County secure bonds that list a term of office covered, are of sufficient amount, and new bonds are secured every four (4) years concurrent with the normal election cycle of the Governor.

Official Response:

Chancery Clerk: The bonds for my Deputies and I are handled by the County Administrator. The bonds will be corrected to four years instead of a continuation.

Circuit Clerk: I have been informed by the County Administrator that the bonds for the Circuit Clerk and her Deputies are being corrected so that they will reflect term in office and not continuation and the amounts for each Deputy will be increased to the statutory amount.

Constable – North: All bonds are being rewritten to comply.

County Administrator: All bonds are being re-written/corrected to apply term change.

Inventory Clerk: All bonds are being re-written/corrected to apply term change.

Justice Court Clerk: Contact with County Administrator and appropriate people that handles processing of bonds to ensure that a bond by Supervisors' term of office (four years) is processed.

Purchase Clerk: Per County Administrator, she is working with the bond company to correct/change term policies.

Receiving Clerk: Per County Administrator, all bonds are being re-written/corrected to apply term change.

Road Manager: All bonds have been re-written/corrected to apply term.

Tax Assessor/Collector: The Clerk of the Board or the County administrator are responsible for renewing the bonds each year. I will ensure that the deputies of the Tax Collector/Assessor Office's bonds are increased to the amount that is required by statute.

Repeat Finding: No.

Circuit Clerk.

Finding 16: The Circuit Clerk Should Ensure Compliance with State Law over Timely Settlements.

Applicable State Laws: *Section 7-7-211, Mississippi Code Annotated (1972)*, states, “The department shall have the power and it shall be its duty:...(b) To provide best practices, for all public offices of regional and local subdivisions of the state, systems of accounting, budgeting and reporting financial facts relating to said offices in conformity with legal requirements and with generally accepted accounting principles or other accounting principles as promulgated by nationally recognized professional organizations; to assist such subdivisions in need of assistance in the installation of such systems; to revise such systems when deemed necessary, and to report to the Legislature at periodic times the extent to which each office is maintaining such systems, along with such recommendations to the Legislature for improvement as seem desirable.”

The Mississippi County Financial Accounting Manual, promulgated by the Office of the State Auditor, as authorized by *Section 7-7-211, Mississippi Code Annotated (1972)*, provides that cash journals for the civil and criminal collections are to be totaled at the end of each month, and settlements made.

Finding Detail: During the review of Coahoma County, the auditor noted that the Circuit Clerk only made one (1) settlement from the criminal fee journal during the year; however, at the end of the year, there were additional funds of **\$720** yet to be settled.

Failure to deposit monies into the county depository on the day they are collected or the next business day results in non-compliance with *Section 25-1-72*, and could result in a loss or misappropriation of public funds.

Recommendation: We recommend that the Circuit Clerk ensure that all monies receipted into the civil and criminal fee accounts are settled monthly to the proper parties.

Official Response: I acknowledge that a full criminal settlement was not made at the year-end of 2019 by the standards of *Section 7-7-211(b)*; going forth, the Clerk will settle monies based on accounting practices as prescribed by the guidelines of the *Mississippi County Financial Accounting Manual*.

Repeat Finding: No.

Finding 17: The Circuit Clerk Should Ensure Compliance with State Law over the Annual Financial Report.

Applicable State Laws: *Section 9-1-43(1), Mississippi Code Annotated (1972)*, states, “After making deductions for employer contributions paid by the chancery or circuit clerk to the Public Employees’ Retirement System under *Sections 25-11-106.1* and *25-11-123(f)(4)*, employee salaries and related salary expenses, and expenses allowed as deductions by Schedule C of the Internal Revenue Code, no office of the chancery clerk or circuit clerk of any county in the state shall receive fees as compensation for the chancery clerk’s or circuit clerk’s services in excess of Ninety Thousand Dollars (\$90,000.00).”

Section 9-1-45(1), Mississippi Code Annotated (1972), states, “Each chancery and circuit clerk shall file, not later than April 15 of each year, with the State Auditor of Public Accounts a true and accurate annual report on a form to be designed and supplied to each clerk by the State Auditor of Public Accounts immediately after January 1 of each year. The form shall include the following information: (a) revenues subject to the salary cap, including fees; (b) revenues not subject to the salary cap; and (c) expenses of office, including any salary paid to a clerk’s spouse or children. Each chancery and circuit clerk shall provide any additional information requested by the Public Employees’ Retirement System for the purpose of retirement calculations.”

Finding Detail: During the review of Coahoma County, the auditor noted the following exceptions on the Circuit Clerk’s Annual Financial Report:

- The Clerk made draws in excess of the allowed amount, totaling **\$9,476**;
- The Clerk received the following monies not statutorily allowed:
 - **\$625** per diem allowed to poll managers by *Section 23-15-227(1)*
 - **\$5,000** for purging voter rolls;

- The Clerk failed to correct the employer portion of the PERS matching amount beginning July 1, 2019, resulting in the Clerk owing an additional amount of **\$3,925**;
- The Clerk claimed expenses twice for the employer's portion of the PERS and Social Security/Medicare matching amounts in the amount of **\$21,326**;
- The Clerk also owes an additional **\$11,836** due to the net effect of errors on the Annual Financial Report; and
- The Clerk also claimed the following disallowed expenses:
 - Check #1164 included a meal expense for **\$69.55** which exceeded the \$41 per diem allowed by **\$28.55**;
 - Check #1169 in the amount of **\$149.85**, for a rental car used to travel to ECAM, was a duplicate of Check #1163 which had been previously disbursed;
 - Check #1225 to the Clarksdale Rotary Club for participation in the Football Pool for the 2019 Season in the amount of **\$75**;
 - Check #1228, in the amount of **\$3,000** for setting up voting machines for the August Election, was claimed as an expense on the Annual Financial Report, however, it should have been considered as a draw since the check was written to the Circuit Clerk; and
 - The following expenses were disallowed due to limited audience advertising:
 - Check #1184 to Lee Academy School in the amount of **\$80**.
 - Check #1190 to Pleasant Valley Vision Center Church in the amount of **\$75**.
 - Check #1213 to Family and Youth Opportunity in the amount of **\$50**.
 - Check #1217 to Alpha Phi Alpha Fraternity in the amount of **\$100**.

The net result of the aforementioned errors resulted in the Clerk owing the County an additional **\$30,862**. Failure to properly complete the Annual Financial Report, could result in fraud, loss, or misappropriation of public funds. It can also result in the Clerk owing additional amounts to the County and PERS.

Recommendation: We recommend the Circuit Clerk to ensure the Annual Financial Report is properly completed. The Clerk should also reimburse the County the additional \$30,862 owed due to the errors on the Annual Financial Report and file an Amended Annual Financial Report with the Office of the State Auditor and PERS.

Official Response: I request an itemized/detailed explanation of your findings as related to those line items that have been adjusted in comparison to my original Annual Financial Report. I note that there have been considerable changes on some of these line items and in order for me to adjust my Annual Financial Report, I need your justification. Clarity is needed as to why the amount of **\$3,000** was disallowed as a non-cap withdrawal. As it relates to office ads, my intent was to focus on population ads that would target certain markets in the County. Forth going, I will try to purchase ads that are more focused on the countywide population. As it relates to me being cited for the Clarksdale Rotary Club for participation in the Football Pool for the 2019 Season for **\$75**, I object to this disallowed expense because this amount is "required dues" for Rotary members.

Repeat Finding: No.

Auditor's Note: Auditors met with the Circuit Clerk to discuss the changes made on the auditor – prepared Annual Financial Report. The **\$3,000** was a withdrawal and therefore cannot be claimed as an expense. Although Circuit Clerks can contract to provide services outside of their statutory duties, purging voter rolls is encompassed in the Circuit Clerk's duties. The Circuit Clerk has repaid the County in full. OSA note the Circuit Clerk repaid \$30,862 to the County.

Finding 18: The Circuit Clerk Should Ensure Compliance with State Law over Timely Deposits.

Applicable State Law: *Section 25-1-72, Mississippi Code Annotated (1972)*, states, "All county officers who receive funds payable into the county treasury shall deposit such funds into the county depository on the day when they are collected or on the next business day thereafter."

Finding Detail: During the review of Coahoma County, the auditor noted that the Circuit Clerk failed to make timely deposits. Of the twenty (20) samples tested, thirteen (13) were not deposited by the next business day. The lapse in days ranged from two (2) to eight (8) business days.

Failure to deposit monies into the County depository on the day they are collected or the next business day results in non-compliance with *Section 25-1-72*, and could result in a loss or misappropriation of public funds.

Recommendation: We recommend that the Circuit Clerk ensure that all monies receipted by the office are deposited on the same day or next business day.

Official Response: I acknowledge that court monies are not deposited daily due to shortness of staff, unseen court trials that lasts past business hours (at the demand of four (4) judges) and at times, election activities. While delegating more responsibilities to staff may help timeliness; going forth, I will ensure deposits are made timely.

Repeat Finding: No.

Finding 19: The Circuit Clerk Should Strengthen Controls over Segregation of Duties.

Internal Control Deficiency: A strong system of internal controls should include segregation of duties which prohibit one employee from performing all critical duties in the collection and disbursement of monies.

Finding Detail: During the review of Coahoma County, the auditor noted that inadequate segregation of duties allowed the Circuit Clerk to perform the daily count-down of the cash drawer, write up the deposits, disburse payments, take deposits to the bank, and reconcile bank statements.

Failure to allow multiple personnel to perform critical duties with handling monies will result in a poor separation of duties, which could further result in fraud, misappropriation, or loss in public funds.

Recommendation: We recommend that the Circuit Clerk ensure there are adequate segregation of duties.

Official Response: I acknowledge that I, the Circuit Clerk being this is the end of my first term, I have been performing all financial duties in order to properly learn and set the proper operating procedures before assigning duties to my staff. Effective June 1, 2020, I will delegate financial duties to my staff members.

Repeat Finding: No.

Comptroller.

Finding 20: The Comptroller Should Ensure Compliance with State Law over Timely Deposits.

Applicable State Law: *Section 25-1-72, Mississippi Code Annotated (1972)*, states, “All county officers who receive funds payable into the county treasury shall deposit such funds into the county depository on the day when they are collected or on the next business day thereafter.”

Finding Detail: During the review of Coahoma County, the auditor noted that the Comptroller failed to make timely deposits. Upon inquiry of the Comptroller, she admitted that she did not make daily or timely deposits. This was also noted during several parts of the audit when certain monies settled to the County were not deposited timely.

Failure to deposit monies into the county depository on the day they are collected or the next business day results in non-compliance with *Sections 25-1-72*, and could result in a loss or misappropriation of public funds.

Recommendation: We recommend that the Comptroller ensure that all monies receipted by the County are deposited on the same day they are collected, or the next business day.

Official Response: As of February 2020 deposits were being made by Comptroller and taken to the bank by Chancery Clerk or other employee.

Repeat Finding: No.

Justice Court Clerk.

Finding 21: The Justice Court Clerk Should Strengthen Controls over Justice Court Duties.

Internal Control Deficiency: An effective form of internal controls consists of segregation duties in the Justice Court Clerk.

Finding Detail: During the review of Coahoma County, the auditor noted one (1) employee handles all office duties such as making deposits, reconciling bank statements and making monthly settlements.

Failure to strengthen controls could result in a loss or misappropriation of public funds.

Recommendation: We recommend that the Justice Court Clerk strengthen internal controls by allowing another employee review and/or reconcile bank statements.

Official Response: I, the Clerk, try not to receipt money (sometimes I do) because I do daily deposits and monthly settlements. I do have a Deputy Clerk to do daily deposits on occasions. I will train a Deputy Clerk to do bank reconciliations.

Repeat Finding: No.

Purchase Clerk.

Finding 22: The Purchase Clerk Should Ensure Compliance with State Law over Credit Card Expenditures

Applicable State Law: *Section 19-3-68, Mississippi Code Annotated (1972)*, states, “The chancery clerk or county purchase clerk shall maintain complete records of all credit card numbers and all receipts and other documents relating to the use of such credit cards. The supervisors and county employees shall furnish receipts for the use of such credit cards each month to the chancery clerk or purchase clerk who shall submit a written report monthly to the board of supervisors. The report shall include an itemized list of all expenditures and use of the credit cards for the month, and such expenditures may be allowed for payment by the county in the same manner as other items on the claims docket.”

Finding Detail: During the review of Coahoma County’s credit card transactions, the auditor noted the following exceptions out of the fifteen (15) samples of credit card transactions, excluding credit cards used for travel:

- One (1) instance where the original receipt was not attached to the statement and the item was noted as “not yet received;”and,
- Fifteen (15) instances where the itemized monthly reports were not completed and presented to the Board of Supervisors.

We noted the following exceptions out of the fifteen (15) samples of credit card transactions used for travel expenditures only:

- Fifteen (15) instances where the itemized monthly reports were not completed and presented to the Board of Supervisors;
- Fifteen (15) charges where the original receipts were not attached to the statement; and,
- Thirty (30) instances where the cards were not used for official or employee travel, as approved by the Board of Supervisors.

Failure to properly maintain the documentation for purchases made by the use of credit cards could result in fraud, loss, or misappropriation of public funds.

Recommendation: We recommend that the Purchase Clerk ensure proper documentation is obtained and maintained for purchases made via credit cards. The Purchase Clerk should also ensure the monthly list of credit card purchases is submitted to the Board of Supervisors.

Official Response: A credit card policy will be adopted. I will review the agenda to be certain Board approval; has been made for travel.

Repeat Finding: No.

Sheriff.

Finding 23: The Sheriff Should Ensure Compliance with State Law over the Purchase of Evidence/Information.

Applicable State Law: *Section 7-7-211, Mississippi Code Annotated (1972)*, gives the Office of the State Auditor the authority to prescribe accounting systems. The prescribed voucher, for the purchase of information and purchase of evidence, was not completed entirely by omitting certain information.

Finding Detail: During the review of Coahoma County, the auditor noted the following exceptions, out of nine (9) vouchers tested

- One (1) voucher was not signed by a witness;
- Nine (9) vouchers did not list a confidential source's signature or number; and
- Nine (9) vouchers did not list case numbers.

Failure to completely fill out evidence/information vouchers results in noncompliance with *Section 7-7-211* and could result in fraud or misappropriation of County funds.

Recommendation: We recommend the Sheriff's Office ensure the vouchers are accurately and correctly completed.

Official Response: The vouchers that are submitted for payment doesn't have signatures, umbers, or case numbers to protect the witness. We keep the copy that has that information in the narcotics files.

Repeat Finding: No.

Auditor's Note: On February 8th, 2022, the Coahoma County Sheriff emailed OSA copies of the evidence/information vouchers noted in his response above; however, all these documents did not have evidence of a witness signatures, confidential source's signature or number, and case numbers.

Finding 24: The Sheriff Should Ensure Compliance with State Law over Attendance at the Board of Supervisors' Meetings.

Applicable State Law: *Section 19-3-25, Mississippi Code Annotated (1972)*, states, "The sheriff of the county shall attend all meetings of the board of supervisors, either in person or by deputy, and shall execute all its process and orders."

Finding Detail: During the review of Coahoma County, the auditor noted that neither the Sheriff nor his deputy were present for six (6) of the forty-two (42) board meetings during fiscal year 2019.

Failure to attend the Board of Supervisors' meetings results in non-performance of duties, as required by the statute provided above.

Recommendation: We recommend that the Sheriff or a Deputy of his office attend all meetings of the Board of Supervisors.

Official Response: I attend every first Monday meeting or have a designee present. After looking at the dates in question, I was unaware of these special – called meetings.

Repeat Finding: No.

Finding 25: The Sheriff Should Ensure Compliance with State Law over Meal Logs.

Applicable State Law: *Section 19-25-74, Mississippi Code Annotated (1972)*, states, "In any event, regardless of which method in respect to the feeding of prisoners is selected by the board of supervisors, the sheriff shall maintain a log, showing the name of each prisoner, the date and time of incarceration and release, to be posted daily, which shall record the number of meals served to prisoners at each mealtime, and the hours of the day served, and shall make affidavit as to the correctness thereof and file the same monthly with the board of supervisors. Such log shall remain on file with the board of supervisors as other records of said board and shall be made available to the state department of audit upon request. No claims for the cost or expenses of feeding prisoners shall be approved by the board of supervisors for any month unless and until such log for that month is filed."

Finding Detail: During the review of Coahoma County, the auditor noted that meal logs and the affidavits to correctness were not presented to the Board prior to approving claims during all twelve (12) months of fiscal year 2019.

Failure to present meal logs to the Board of Supervisors results in the non-compliance to *Section 19-25-74* and could result in misappropriation or loss of public funds.

Recommendation: We recommend that the Sheriff present meal logs/affidavits to correctness to the Board of Supervisors prior to the Board approving the claims.

Official Response: Inmate meal logs are sent or hand delivered to the County Administrator in a timely manner each month.

Repeat Finding: No.

Auditor's Note: *Section 19-25-74* requires the inmate meal logs to be filed with the Board of Supervisors.

Finding 26: The Sheriff Should Ensure Compliance with State Law over Timely Deposits.

Applicable State Law: *Section 25-1-72, Mississippi Code Annotated (1972)*, states, "All county officers who receive funds payable into the county treasury shall deposit such funds into the county depository on the day when they are collected or on the next business day thereafter."

Finding Detail: During the review of Coahoma County, the auditor noted the Sheriff failed to make timely deposits. Of the fifteen (15) receipts tested, we noted the following exceptions:

- Three (3) instances where the deposits were made between one (1) and ten (10) business days after monies were receipted; and
- Nine (9) instances where the auditor was unable to determine that the deposit was made timely due to the inability to match receipts to the deposit slips.

Failure to deposit monies into the county depository on the day they are collected or the next business day results in non-compliance with *Sections 25-1-72*, and could result in a loss or misappropriation of public funds.

Recommendation: We recommend that the Sheriff ensure that all monies receipted by the office are deposited on the same day they are collected, or the next business day.

Official Response: This was corrected after auditor explained it to the bookkeeper that a deposit should be made every day.

Repeat Finding: No.

Finding 27: The Sheriff Should Strengthen Controls over Revenue Collection.

Internal Control Deficiency: A well-designed system of internal controls should require adequate separation of duties when depositing and reconciling bank transactions.

Finding Detail: Inadequate separation of duties allowed the same person to write up the deposit, take the deposit to the bank, and reconcile bank statements, as well as maintaining the cash journal and preparing the monthly settlements.

Recommendation: We recommend that the Sheriff strengthen internal controls by requiring separate personnel to complete the tasks involved with depositing and reconciling bank transactions.

Official Response: We have corrected this.

Repeat Finding: No.

Tax Assessor/Collector.

Finding 28: The Tax Assessor/Collector Should Ensure Compliance with State Law over the One (1) Mil Mandatory Levy and All School Taxes.

Applicable State Laws: *Section 27-31-101, Mississippi Code Annotated (1972)*, states, “County boards of supervisors and municipal authorities are hereby authorized and empowered, in their discretion, to grant exemptions from ad valorem taxation, except state ad valorem taxation; however, such governing authorities shall not exempt ad valorem taxes for school district purposes on tangible property used in, or necessary to, the operation of the manufacturers and other new enterprises enumerated by classes in this section, except to the extent authorized in *Sections 27-31-104* and *27-31-105(2)*, nor shall they exempt from ad valorem taxes the products of the manufacturers or other new enterprises or automobiles and trucks belonging to the manufacturers or other new enterprises operating on and over the highways of the State of Mississippi.”

Section 27-39-329(2)(b), Mississippi Code Annotated (1972), states, “Beginning with taxes levied for the Fiscal Year 1983, each county shall levy each year an ad valorem tax of one (1) mill upon all taxable property of the county which may be used for any purpose for which counties are authorized by law to levy an ad valorem tax, but the avails of such tax levy shall not be expended unless and until the State Tax Commission has certified that the county has a method of maintaining assessment records in accordance with commission rules and regulations, has an ownership mapping system as provided in *Section 27-35-53* in conformity with commission specifications, maintains certified appraisers as provided in *Section 27-3-52*, and complies with requests by the commission for sales data under *Section 27-3-51*.”

Finding Detail: During the review of Coahoma County, the auditor noted the Tax Assessor/Collector failed to collect the portion of school taxes related to the colleges and the one (1) mill mandatory levy under *Section 27-39-329(2)(b), Mississippi Code Annotated (1972)* from some of the industries with the personal property and real property exemptions.

- Of the eighteen (18) Personal Property Exempt Industries tested:
 - Nine (9) instances where the Coahoma Community College taxes and the one (1) mill mandatory levy were not collected.
- Of the twenty-three (23) Real Property Exempt Industries tested:
 - Twenty-two (22) instances where the Coahoma Community College taxes and the one (1) mill mandatory levy were not collected

Failure to collect the one (1) mill mandatory levy and all school taxes results in an underpayment to the schools, and is a violation of the statutes listed above.

Recommendation: We recommend that the Tax Assessor/Collector assess and collect the one (1) mill mandatory levy and all school taxes from exempt industries and Free Port Warehouse exempted industries.

Official Response: I will ensure that the one (1) mill mandatory levy and the college levy is collected for the exempt real and personal properties or the 2020 tax year and beyond.

Repeat Finding: No.

Finding 29: The Tax Assessor/Collector Should Ensure Compliance with State Law over Timely Settlements.

Applicable State Law: *Section 27-29-11, Mississippi Code Annotated (1972)*, states, “The tax collector shall make reports in writing, verified by his affidavit, on the first day of each month or within twenty (20) days thereafter, except as hereinafter provided, to the Auditor of Public Accounts and to the clerk of the board of supervisors, of all taxes collected by him during the preceding month for the state, levee and county respectively; and if he has collected none, the report shall be made out and state that fact. He shall, at or within the same time, pay over all taxes collected to the State Treasurer; however, all taxes collected by him for the county shall be paid into the county depository on the day such taxes are collected or on the next business day thereafter.”

Finding Detail: During the review of Coahoma County, the auditor noted that the Tax Assessor/Collector failed to timely settle with the County for the month of February, by not settling until March 28th. There was also one instance (1) instance where documentation was not provided to the auditors to determine a settlement date. Failure to deposit monies into the county depository on the day they are collected or the next business day results in non-compliance with *Section 25-1-72*, and could result in a loss or misappropriation of public funds.

Recommendation: We recommend that the Tax Assessor/Collector ensure all settlements are made by the 20th day of the subsequent month after the monies are received.

Official Response: I will agree that the check was given to the County Comptroller on that date. However, there is a process before issuing the checks. First, the affidavits are to be signed by the Comptroller and checks cannot be distributed until the affidavits are returned. During this time the affidavits were not returned to our office until two or three weeks later.

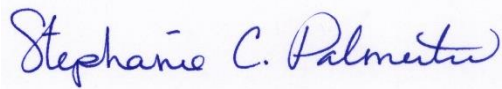
Auditor’s Note: As noted within the law above, the Tax Collector has from the 1st day of the month or the 20th of the month to settle taxes; therefore, all processes and affidavits should be done by the 20th each month.

Repeat Finding: No.

Coahoma County’s responses to the findings included in this report were not audited, and accordingly, we express no opinion on them.

This report is intended solely for the information and use of management, the Board of Supervisors, and others within the County and is not intended to be and should not be used by anyone other than these parties. However, this report is a matter of public record and its distribution is not limited.

Sincerely,

A handwritten signature in blue ink that reads "Stephanie C. Palmertree". The signature is written in a cursive style with a large initial 'S'.

STEPHANIE C. PALMERTREE, CPA, CGMA
Director, Financial and Compliance Audit
Office of the State Auditor

COAHOMA COUNTY
Schedule of Surety Bonds for County Officials
For the Year Ended September 30, 2019
UNAUDITED

Name	Position	Company	Bond
Paul Pearson	Supervisor, District 1	Travelers Casualty and Surety Company of America	\$ 100,000.00
Pat Davis, Jr.	Supervisor, District 2	Travelers Casualty and Surety Company of America	\$ 100,000.00
Darrell Washington	Supervisor, District 3	Western Surety Company	\$ 100,000.00
Johnny Newson	Supervisor, District 4	FCCI Insurance Group	\$ 100,000.00
Will Young	Supervisor, District 5	FCCI Insurance Group	\$ 100,000.00
Morgan Wood	County Administrator	FCCI Insurance Group	\$ 100,000.00
Carolyn Parham	Chancery Clerk	FCCI Insurance Group	\$ 100,000.00
Cathy Butler	Deputy Chancery Clerk	Western Surety Company	\$ 50,000.00
Felicia Elmore	Deputy Chancery Clerk	Brierfield Insurance Company	\$ 50,000.00
Lakistsha Ann Jordan	Deputy Chancery Clerk	Western Surety Company	\$ 50,000.00
Sally A. McNeese	Deputy Chancery Clerk	Western Surety Company	\$ 50,000.00
Alice Foster	Purchase Clerk	Western Surety Company	\$ 75,000.00
Benita Miles	Receiving Clerk	Western Surety Company	\$ 75,000.00
Barbara Johnson	Assistant Receiving Clerk	Western Surety Company	\$ 50,000.00
Darlene Lake	Assistant Receiving Clerk	Western Surety Company	\$ 50,000.00
Janice R. Blaine	Assistant Receiving Clerk	FCCI Insurance Group	\$ 50,000.00
John Tarzi	Assistant Receiving Clerk	Western Surety Company	\$ 50,000.00
Mary Diley	Assistant Receiving Clerk	Western Surety Company	\$ 50,000.00
Nancy Chiles	Assistant Receiving Clerk	Western Surety Company	\$ 50,000.00
Otis Griffin	Assistant Receiving Clerk	FCCI Insurance Group	\$ 50,000.00
Reggie Booker	Assistant Receiving Clerk	Western Surety Company	\$ 50,000.00
Stanley Lynom	Assistant Receiving Clerk	FCCI Insurance Group	\$ 50,000.00
Morgan Wood	Inventory Clerk	FCCI Insurance Group	\$ 100,000.00
Johnny R. Rybolt, III	Constable-North	Western Surety Company	\$ 50,000.00
Floyd Williams	Constable-South	FCCI Insurance Group	\$ 50,000.00
Demetria Jackson	Circuit Clerk	FCCI Insurance Group	\$ 50,000.00
Christy Wiley	Deputy Circuit Clerk	FCCI Insurance Group	\$ 50,000.00
Jessica Gill	Deputy Circuit Clerk	FCCI Insurance Group	\$ 50,000.00
Nancy Chiles	Deputy Circuit Clerk	FCCI Insurance Group	\$ 50,000.00
Charles Jones	Sheriff	FCCI Insurance Group	\$ 100,000.00
Darlene Lake	Justice Court Clerk	Western Surety Company	\$ 50,000.00
Mary Johnson	Deputy Justice Court Clerk	Western Surety Company	\$ 50,000.00
Reginle Crusha Booker	Deputy Justice Court Clerk	Western Surety Company	\$ 50,000.00
Tyrus Jones	Deputy Justice Court Clerk	Western Surety Company	\$ 50,000.00
A. Burks Rogers	Justice Court Judge-North	FCCI Insurance Group	\$ 50,000.00
Jesse Burton	Justice Court Judge-South	FCCI Insurance Group	\$ 50,000.00
Hattie B. Shivers	Tax Collector/Treasurer	FCCI Insurance Group	\$ 100,000.00
Cierra L. Citchens	Deputy Tax Collector	Western Surety Company	\$ 50,000.00
Genie Wall	Deputy Tax Collector	FCCI Insurance Group	\$ 50,000.00
Janice R. Blaine	Deputy Tax Collector	FCCI Insurance Group	\$ 50,000.00
Willie Hogan	Deputy Treasurer/Accountant	Western Surety Company	\$ 100,000.00
Terry E. Smith	County Surveyor	FCCI Insurance Group	\$ 50,000.00
Otis Griffin	Road Manager	FCCI Insurance Group	\$ 50,000.00
Scotty Alan Meridith	Chief Medical Examiner Investigator	EMC Insurance	\$ 50,000.00
Roger Mack Harris	Deputy Medical Examiner Investigator	EMC Insurance	\$ 25,000.00
Frances Rhodes Shaffett	Court and Youth Court Reporter	Western Surety Company	\$ 10,000.00
Kendrick Travis	Coahoma County Youth Outreach	FCCI Insurance Group	\$ 50,000.00
Lasonia Thompson	Youth Outreach Clerk	Western Surety Company	\$ 10,000.00
Brenetta Hoskins	Comptroller	Western Surety Company	\$ 100,000.00